

September 05, 2023 – Board Work Session Minutes

President Mr. Kyle Batz called this Work Session of the Tulpehocken Area School District Board of Directors to order in the District Office Board Room at 7:00 p.m. Pledge of Allegiance and opening Prayer followed.

PRESENT: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ADMINISTRATORS PRESENT:

Dr. Andrew Netznik, Superintendent
Dr. Dennis Quirk, Assistant to the Superintendent
Mr. Thomas Kowalonek, Chief Financial Officer
Mr. Matthew Shirk, Chief Operating Officer
Dr. Timothy Matlack, Director of Teaching & Learning
Mr. Taylor Charles, Director of Pupil Services
Mr. Christopher Hamrick, HS Principal
Mr. Nev Lynch, JH Principal
Ms. Kristen Parsons, Assistant High School Principal
Ms. Lindsey Tinney, Penn-Bernville Elementary Principal
Ms. Jillian Bergman, Director of Food Services
Ms. Mimi Shade, Recording Secretary

And the following interested citizens and staff: Ms. Lisa Hassler, Mr. Tom Moorhead, Ms. Dianne Moorhead, Ms. Jennifer Kester, Ms. Michelle Wright, Mr. Brian Foreman, and Ms. Judith Coots

Call to OrderPresident

Pledge of AllegiancePresident

Prayer Board Member

Roll CallRecording Secretary

I. Discussion Items

1. Superintendent's Report – Dr. Netznik

Dr. Netznik Thanked Mr. Batz and Mr. Hetrick for all their hard work on the bus parking lot. It looks great.

2. Citizen/Student Participation (Pertaining to Agenda items only)

3. Buildings & Grounds/Technology

4. Finance

5. Personnel

A. Approve the following Resignations:

- **Rebecca Scalese as a German Teacher at the High School effective August 25, 2023.**
- **Phyllis D'Ambrosio-Kull as an Instructional Paraeducator at Penn Bernville Elementary effective August 23, 2023.**
- **Autumn Tworkoski as an Instructional Paraeducator at Penn Bernville Elementary effective August 23, 2023.**
- **Alivia Hirn as an Instructional Paraeducator at Bethel Elementary effective August 16, 2023.**

The above motion was voted on as stated below:

5A A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve the following Resignations:

- Rebecca Scalese as a German Teacher at the High School effective August 25, 2023.
- Phyllis D'Ambrosio-Kull as an Instructional Paraeducator at Penn Bernville Elementary effective August 23, 2023.
- Autumn Tworkoski as an Instructional Paraeducator at Penn Bernville Elementary effective August 23, 2023.
- Alivia Hirn as an Instructional Paraeducator at Bethel Elementary effective August 16, 2023.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

B Approve the following employment as a Tulpehocken Virtual Academy teacher, per the terms of the Collective Bargaining Agreement:

- **Rebecca Scalese**

The above motion was voted on as stated below:

5B A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve the following employment as a Tulpehocken Virtual Academy teacher, per the terms of the Collective Bargaining Agreement:

- Rebecca Scalese

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

C. Rescind the supplemental contract for the following Extracurricular Position:

- **Adrienne Troutman National Honor Society Advisor** \$ 827

The above motion was voted on as stated below:

5C A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to Rescind the supplemental contract for the following Extracurricular Position:

- Adrienne Troutman National Honor Society Advisor \$ 827

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

D. Approve the following professional staff salary adjustments based on credit attainment according to the collective bargaining agreement:

- Amber Myers from 5B+24 to 5M effective the beginning of the 2023-2024 School Year.
- Guilia Hummel from 7B to 7B+24 effective the beginning of the 2023-2024 School Year
- Molly Ruiz from 7M+30 to 7M+45 effective the beginning of the 2023-2024 School Year

The above motion was recognized and will appear on the 09/19/2023 board meeting agenda for board vote.

E. Approve the following employment:

- **Riley Kiebach as an Instructional Paraeducator at Bethel Elementary, effective September 6, 2023 at a rate of \$16.00, pending completion of employment paperwork.**

The above motion was voted on as stated below:

5E A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve the following employment:

- Riley Kiebach as an Instructional Paraeducator at Bethel Elementary, effective September 6, 2023 at a rate of \$16.00, pending completion of employment paperwork.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

F. Approve the following unpaid leave:

- Cierra Etchberger Autistic Support Teacher, Bethel Elementary for November 1, 2023.

The above motion was recognized and will appear on the 09/19/2023 board meeting agenda for board vote.

G. Approve a supplemental contract for the following Extracurricular Positions:

- **Keirstan Edris National Honor Society Advisor \$ 827**
- **Maria Taylor Junior Class Advisor \$ 1,048**

The above motion was voted on as stated below:

5G A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve a supplemental contract for the following Extracurricular Positions:

- Keirstan Edris National Honor Society Advisor \$ 827
- Maria Taylor Junior Class Advisor \$ 1,048

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

H. Approve the following mentors:

- **Michael Mulholland for Social Studies Teacher at the High School (Chad Schies) - \$500**
- **Michele Snyder for Long-Term Substitute Teacher for 6th Grade at Penn Bernville Elementary (Sandra Guinther) - \$250**

The above motion was voted on as stated below:

5H A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve the following mentors:

- Michael Mulholland for Social Studies Teacher at the High School (Chad Schies) - \$500
- Michele Snyder for Long-Term Substitute Teacher for 6th Grade at Penn Bernville Elementary (Sandra Guinther) - \$250

AYES: Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 4-3.

I. Approve the following Volunteers for the remainder of the 2023-2024 School Year.

- **Morgan Schrack** **Field Trips/Classroom/School Events**
- **Gail Stamm** **Field Trips/Classroom/School Events**
- **Keisha Kratz** **Field Trips/Classroom**
- **Lauren Brown** **Field Trips/Classroom/School Events**
- **Megan Bausher** **Field Trips/Classroom/School Events**
- **Daryl Kramer** **Athletics/Coaching/Field Trips/Clssm/Sch. Events**

The above motion was voted on as stated below:

5I A resolution was offered by Mr. Palmer, seconded by Mr. Heck, to approve the following Volunteers for the remainder of the 2023-2024 School Year.

- Morgan Schrack Field Trips/Classroom/School Events
- Gail Stamm Field Trips/Classroom/School Events

- Keisha Kratz Field Trips/Classroom
- Lauren Brown Field Trips/Classroom/School Events
- Megan Bausher Field Trips/Classroom/School Events
- Daryl Kramer Athletics/Coaching/Field Trips/Clssm/Sch. Events

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

6. Programs

7. Policy

A. Give second reading and final approval following policies:

- #311 Reduction of Staff
- #312 Performance Assessment of Superintendent/Assistant Superintendent – *New Policy*
- #313 Evaluation of Employees
- #314 Physical Examination
- #314.1 HIV Infection
- #317 Conduct/Disciplinary Procedures
- #317.1 Educator Misconduct
- #318 Attendance & Tardiness
- #319 Outside Activities
- #320 Freedom of Speech in Non-School Settings
- #601 Fiscal Objectives
- #602 Budget Planning
- #603 Budget Preparation
- #604 Budget Adoption
- #605 Tax Levy
- #606 Tax Collection
- #607 Tuition Income
- #608 Bank Accounts
- #609 Investment of District Funds
- #610 Purchases Subject to Bid/Quotation
- #611 Purchases Budgeted
- #612 Purchases Not Budgeted
- #613 Cooperative Purchasing
- #614 Payroll Authorization
- #615 Payroll Deductions

- B. Give first reading with the intent to give second reading and final approval on October 17, 2023 to the following policies:

#321	Political Activities
#322	Gifts
#323	Tobacco & Vaping Products
#324	Personnel Files
#325	Dress & Grooming
#326	Complaint Process
#328	Compensation Plans/Salary Schedules
#330	Overtime
#331	Job Related Expenses
#332	Working Periods
#333	Professional Development
#334	Sick Leave
#335	Family & Medical Leaves
#336	Personal Necessity Leave
#337	Vacation
#338	Sabbatical Leave
#338.1	Compensated Professional Leaves
#339	Uncompensated Leave
#340	Responsibility for Student Welfare
#341	Benefits for Part-Time Employees
#342	Jury Duty
#343	Paid Holidays
#347	Workers' Compensation Transitional Return-to-Work Program – <i>New Policy</i>
#351	Drug & Substance Abuse
#616	Payment of Bills
#617	Petty Cash
#618	Student Activity Funds
#619	District Audit
#620	Fund Balance
#621	Local Taxpayer Bill of Rights
#622	GASB Statement 34 – <i>New Policy</i>
#624	Taxable Fringe Benefits – <i>New Policy</i>
#625	Procurement Cards – <i>New Policy</i>
#626	Federal Fiscal Compliance
#626.1	Travel Reimbursement

- C. Approve the Deletion of the following Policies:

#327	Management Team
#329	Substitute Compensation
#348	Unlawful Harassment

The above motions were recognized and will appear on the 09/19/2023 board meeting for board vote.

8. Curriculum

- A. Retroactively approve the agreement with Schuylkill Valley Area School District for students to attend TASD Agriculture Program for the 2023/2024 school year as presented.**

The above motion was voted on as stated below:

8A A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to retroactively approve the agreement with Schuylkill Valley Area School District for students to attend TASD Agriculture Program for the 2023/2024 school year as presented.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

9. Items for Board Action

- A Approve an agreement between the Tulpehocken Area School District and the Lancaster-Lebanon Intermediate Unit 13 for physical therapy services for the 2023-2024 school year.**

The above motion was voted on as stated below:

9A A resolution was offered by Mrs. Rissmiller, seconded by Mr. Heck, to approve an agreement between the Tulpehocken Area School District and the Lancaster-Lebanon Intermediate Unit 13 for physical therapy services for the 2023-2024 school year.

AYES: Mr. Kyle Batz, Mr. Christopher Beitler, Mr. Harry Fox, Mr. Chris Heck, Mr. Carl Kauffman, Mr. William T. Palmer Jr., and Mrs. Kristan Rissmiller.

NAYS:

ABSENT: Mr. Matthew Hetrick, and Mrs. April Klopp

ABSTAINED:

This motion was carried 7-0.

10. Transportation

11. Legislative

12. Administrative Reports

- Mr. Matthew Shirk – Chief Operating Officer

Mr. Shirk reported that the elementary library project went very well and all is finished other than putting the books back in. The elementary playground turf has been started. Shout out to Dennis Judy for his work on cleaning out and rrusing items from the MS/HS.

- Mr. Christopher Hamrick – High School Principal

Mr. Hamrick reported that they are meeting with our Keystone teachers this week to dive into our CDT and STAR data to build interventions in order to support students. We have been meeting with our multidisciplinary grade level teams to support our students with behavioral and academic needs. We have started “Mission Moments” a new form of shout-outs. The purpose is to highlight students and staff who are exemplifying our Mission Statement: Expect, Believe, Achieve. This month we celebrate a student who has achieved. This young lady did her absolute best to achieve the best results she could on her initial assessments. She scored at or above level.

- Mr. Nev Lynch, Middle School Principal

Mr. Lynch reported that it has been a great start to the 2023/2024 school year. Students are settled now and the normal beginning of the year stress and anxiety has since relaxed as they get into the individual daily routines. Data meetings with ELA and Math teachers begin tomorrow as we look to find common deficit areas and build intervention rosters that will begin next Monday, September 11, 2023. We have our first middle school dance on Friday, September 29, 2023, from 7:00 p.m. – 9:30 p.m. in the cafeteria. As one of the individuals who took over the United Way Campaign for the district, I am proud to announce that to date we have raised \$12,733 dollars that will directly benefit our Tulpy families with in the community. At the beginning of each faculty meeting, I am having my staff submit Mission Moments, where they point out examples of their colleagues, or students in the MS, who exemplify: Expect, Believe, Achieve. Today we highlighted numerous staff, including Leslie Polyak, Leah Harpel and Heather Boltz.

- Ms. Kristen Parsons – Assistant High School Principal

Ms. Parsons reported that FFA back to school night is tomorrow 09/06/2023 from 6:00 p.m. – 9:00 p.m. We have been taking a proactive approach with attendance. Keirsten and I have been meeting with students to overcome any obstacles in regard to attendance. We have done home visits to establish expectations with families. We had great grade level meetings with the students. We set expectations for student behavior, attendance, and academics.

- Ms. Lindsey Tinney – Penn-Bernville Elementary School Principal

Ms. Tinney reported that back to school night was a wonderful way to kick off our school year with representatives from Bernville Library, Berks Community Health Center, youth sports organizations, girl scouts, cub scouts, and PTO. Families were excited to begin the year. The start of the year has been wonderful. We had a grand opening of our book vending machine right before we left for Labor Day Weekend, each teacher got one token to give to a student showing their Tulpy pride and students were so excited to take a book home. Bernville Mane Attraction and BCTC at our first haircut event last week. We had 17 students come for a free haircut, which was an awesome opportunity before picture day. Shout out to our coaching team. They have been working alongside teachers to conduct tests and look at data from our first benchmark STAR assessment. They have been a huge support to our teachers and have collaborated to problem solve and ensure a smooth rollout.

- Mr. Taylor Charles – Director of Pupil Services

Mr. Charles reported that we will have wellness on wheels from the Berks County Health Center at the MS/HS tomorrow 09/06/2023 from 10:00 a.m. – 3:00 p.m. They offer mostly well visits and primary care services. It has been well received. Keristen met with a representative from JC Penny, and they are willing to donate clothing and household items for families in need or identified as homeless.

- Dr. Timothy Matlack – Director of Teaching & Learning

Dr. Matlack reported that we had a very successful first three days of professional development this year. In particular, Wednesday, August 16, 2023 was a very full day of learning for staff featuring 3 sessions across the day; one from InMind concerning trauma and practical approaches to working with students

in various brain states, one collaborative session focusing on the nature of motivation and one Denis and I conducted focusing on the science of learning that involved some exposure to 3D science learning and a review/preview of our math and literacy plans and what they mean for our work in the near future. The feedback was positive, most staff felt the sessions were practical and appreciated the intentionality. He recognized staff members who have really come forward to support our efforts to build stronger partnerships with higher ed and improve our future educator pipelines. We have several pro sem students from both Alvernia and Kutztown working with Holly Jo Torres, Rob Stepenaskie, Becky Schlegel, Cara Kramer, Elaine Fernandez and Rachel Heim. He also recognized the work being done by Rachel Bowers and Karin Bonner with our reading specialist interns from Kutztown. They have helped Kaylee, Sarah and Bailey integrate into the flow of the district and continue to help prepare them for reading interventions in a few weeks. One of our goals for the district literacy plan is to better communicate our progress with all things literacy. At this point, we have shifted our design committee to a more permanent Literacy Committee that will meet either monthly or bimonthly to continue our progress on the returning goals. The newly consolidated team will be meeting before the end of the month to review the data from last year concerning literacy training needs and to explore any potential partnerships to support those needs.

- Ms. Jillian Bergman – Director of Food Services

Ms. Bergman reported that we started the 2023/2024 school year off by attending the SNAPA conference in early August. The three kitchen managers attended the conference for the first time this year as well. All food service department staff participated in a 6-hour classroom style training on 08/18/2023 to start the year off and we also had a department meeting and breakfast the day before school started on 08/22/2023. The MS/HS staff have been very flexible and have had a great attitude as they adapt to all of the “behind the scenes” changes that were caused by the separation of the MS and the HS. We will be selling slushies at the MS/HS this year. A survey was sent to students to find out which of the 14 flavors offered was most preferred by students. The MS/HS was preparing “roasted red pepper” humus from scratch on Tuesday.

13. Old Business

14. New Business

15. Public Comment

Ms. Judith Coots commented that middle school orientation was done well. She gave a shout out to Mrs. Yenser for all her work. Thanked Mr. Lynch for a great job.

Ms. Michelle Wright commented that Mr. Schrack did a great job with band camp and marching band.

Mr. Heck thanked Mr. Hetrick and Mr. Batz for all their hard work completing the bus parking lot and the time they dedicated to do it.

II. Adjournment

Mrs. Rissmiller made a motion to adjourn the meeting, seconded by Mr. Heck. The meeting adjourned at 7:32 p.m. Executive session followed for personnel and real estate matters.

*Mrs. April Klopp
Board Secretary*